

Physics Division EH&S Activity Quarterly Report for Group Leaders

Year and quarter when these EH&S activities were done: _____ Year _____ Quarter _____

Date this report was prepared: _____ Group Leader's name: _____

Each item below must be done at least **once per quarter**, and documented by checking the appropriate box.

Walk-around of all your offices and labs (can't delegate the actual walk-around):

- ☐ Inspect all work areas for hazard violations, using standard checklists*.
- ☐ During walk-around, check off items on checklists* and record hazard violations on summary sheets*.
- ☐ Spot check that hazards specific to work areas have been communicated to employees.
- ☐ Spot check that employees have the appropriate training to work in the work area.
- ☐ Think about current work procedures: can they be made less hazardous, less likely to result in injuries?
- ☐ Using the EH&S CATS Database (see CATS database instructions*):
- ☐ Enter hazard violations (findings) from the walk-around into the CATS database.
- ☐ Verify that your previous CATS entries have been, or are being, addressed with corrective actions.
- ☐ Enter here the number of unresolved (not closed out) CATS entries from previous walk-arounds: _____
- ☐ List here the more frequent hazard violations found in your walk-arounds: _____

Training:

- ☐ Using the EH&S Training Database (see training database instructions for supervisors*):
- ☐ Verify that a Job Hazard Questionnaire has been completed by all new persons (incl. students & guests).
- ☐ Verify that each group member using a computer >4hours/day has taken ergonomic training EHS0060.
- ☐ Verify that each group member has taken, or is taking, all required training courses.
- ☐ Determine if changes in people, equipment, job duties (incl. offsite) require new permits/training/JHQs.
- ☐ List here any training issues that have arisen during this quarter (incl. JHQs or training not taken): _____

Communication:

- ☐ Discuss with your group:
- ☐ Results of the walk-around (both positive safety behavior and problem areas).
- ☐ Root causes of hazard violations found during the walk-around.
- ☐ Ask employees what might prevent them from doing their job safely.
- ☐ Lessons learned from accidents or near-misses both in the group and outside the group.
- ☐ List here any accidents or near-misses during this quarter: _____

Hand-in the following to the Safety Coordinator before the end of each quarter:

- ☐ This completed EH&S Activity Quarterly Report form (1 per Group Leader).
- ☐ Walk-around checklists with items checked off: 1 checklist for all offices, 1 checklist for each lab.
- ☐ Completed summary sheet of hazard violations from all your offices and labs.

* Walk-around checklists, hazard violation summary sheets, and database instructions can be found on the Documents page of the Physics Division EH&S web site: <http://www-physics.lbl.gov/~fnrosado/Documents.html>